

The Baptist Church Castle Bromwich – CBU3A History Group

V2

Risk Assessment Tick Sheet to be completed by the Facilitator or person chairing the group.

Note 1: The assessment may only need to be completed once at a regular venue if there are no changes to the premises.

Note 2: Facilitator or person chairing the group must ensure that the group members or visitors are aware of the contents of the assessment.

Note 3: The primary responsibility for an external venue lies with the venue owner/landlord who has the ‘Duty of Care’ for persons using the facility.

This is an ‘aide memoir’ only.

Ensure everyone is aware of the fire procedures.

- Fire exits
- Fire alarm sound type
- Fire assembly points

Ensure the attendance log is completed for each meeting

Ensure everyone aware of the location any potential hazards.

- Trip
- Manual Handling
- Electrical
- Traffic

Times/places of reduced visibility

Other

Does everyone know where the ‘amenities’ are?

Note: Use the NOTES sheet for recording additional information relating to any of the specific hazards identified above.

Facilitator Signature:.....

Additional Hazard Information Notes:

Fire exits□

There are two fire exits from the building: Exit via the main entrance and a rear exit (Note: Garden debris at the time of the assessment was obstructing the exit) that takes you into the garden area. The exit from the garden is through a wicker gate leading you to the main car park. **Note:** This gate is currently locked but access egress is under review. Keys are not readily available at present for this gate (under review)

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Fire alarm sound Type□

To be confirmed but probably siren type. Unknown at present whether visual warning lights are also present.

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Fire assembly points□

The evacuation and assembly points are under review but currently the main assembly point is on the grass area at the far rear of the car park for both fire exit points. The Facilitator will check the evacuee's against the register to ensure all those registered are present. Anyone not available will be reported to the emergency services. No-one is to re-enter the building until given the all clear by the emergency services.

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Trip□

Main entry and exit routes are currently clear of trip hazards. Cables laid out by u3a members are to be routed to avoid walkways. Furniture layout to avoid intruding on walkways. Note: The rear Fire Exit to the garden area is obstructed by garden debris at the time of the assessment and presents a significant trip hazard.

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Manual Handling□

Moving furniture into place e.g. Chairs and table/s: Only two chairs to be carried at a time, table to be moved and positioned by two people. The movement and erection of the Table Tennis tables is to be undertaken by two people.

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Electrical□

All cables and leads used by the CBU3A to be inspected and tested and labelled. Leads to run so as not to obstruct walkways or to cause tripping hazards. Power supply to leads to be via an RCD unit.

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Traffic□

The entrance to the church ground and car park is initially across a pedestrian public path before reaching the main gates, if the gates are closed then park on the drive before the pedestrian path and walk across to open the gates. Do not park across the public pathway.

Take care when driving into the church that no pedestrians are walking in front of the vehicle. The reverse process is to be followed on exit from the church grounds. Be aware of other vehicles and pedestrians when parking up.

Kitchen:

Note: For the Table Tennis Group, only drinks, biscuits or cakes to be prepared in the kitchen.

All users of the kitchen shall take care of their own safety and shall do nothing to compromise the safety of others.

No more than three people to be in the kitchen preparing the drinks and snacks.

Two electric kettles can be used for hot water, take care not to over fill them, any spillage; particularly near to the supply bases for the kettles must be cleared up before turning on the Power to the kettles. If kettles boil over on to the work surface, isolate the power to both kettles before cleaning up the spillage. Clean up any floor spills and dispose of paper towels (if used) in the waste bin in the kitchen.

Avoid overstretching when reaching for cups and saucers.

Only one person to make the drinks.

Drinks and snacks to be served through the hatch into the main meeting room.

All cups to be collected and washed up and replaced in their respective cupboards.

During the washing up, do not overfill the sink and be aware of the water temperature to avoid scalding.

Fire Blankets:

Fire Blankets are available in the kitchen

First Aid:

A first Aid kit is available in the kitchen.

Exit From Building:

The Facilitator or responsible person is to ensure the building is clear before exiting and securing the building. At present there is no intruder alarm set instructions (unknown if installed).

Other:

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Facilitator Signature:.....

